

EDITED KSA LISTING

CLASS: ACCOUNTING ADMINISTRATOR I (SPECIALIST)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Comprehensive understanding of Accounting principles and procedures as it applies to a multi-function governmental entity
K2	General understanding of the budgeting process and the interaction between budgeting and accounting
K3	A thorough understanding of uniform accounting systems, procedures, laws, rules, and regulations of the State of California as related to a financial organization.
K4	Comprehensive understanding of Control agency functions and inter-relationships with a financial organization
K5	General knowledge of sound business management practices, including training, communication, and personal interaction
K6	General knowledge of Business Law principles as it relates to a governmental entity
K7	Comprehensive understanding of mainframe, sub-systems, and personal computer hardware and software products to provide guidance on selection, maintenance, and implementation of applications
K8	General knowledge of auditing principles as related to governmental financial organization
K9	Comprehensive knowledge of office equipment used within a financial organization
K10	General knowledge of safety policy and regulations within a work environment

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	Skill to:
S1	Prepare policies, procedures, and memorandum incorporating clear thoughts and ideas through implementation
S2	Prepare spreadsheets to display financial/statistical information for management decisions
S3	Organize various forms of data and prepare appropriate reports for management decisions
S4	Analyze financial/statistical reports to develop appropriate conclusions for management decisions
S5	Research and identify critical items or issues and develop resolutions
S6	Operate office equipment used within a financial organization

	Ability to:
A1	Apply accounting principles and procedures to continue the effective operation of the financial organization
A2	Make sound decisions in a demanding work environment
A3	Analyze situations accurately and devise an effective course of action in a financial organization
A4	Prepare clear, complete, and concise reports
A5	Make sound decisions and recommendations in regard to financial problems associated with the department's budget
A6	Establish and maintain a cooperative work environment with all individuals and agencies
A7	Effectively communicate within a multi-level government organization

Bold text-indicates not on Classification Spec.

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A8	Establish and present professional standards and principles to internal and external stakeholders